



COAST GUARD AUXILIARY NATIONAL BOARD, INC.

Policy for Electronic Projections and Related Presentations For Public Education Courses June 5, 2000

Introduction

The availability of new technology for producing Electronic Projections (overheads, slides, videos and PowerPoint presentations) and related teaching aids provides a real opportunity for the Coast Guard Auxiliary to increase the effectiveness of our classroom instruction. However, it also raises some new challenges. It is necessary to establish both policy and guidelines for development, distribution and use of this technology to capture the benefits yet avoid infringement of copyright material or dissemination of incorrect information. Moreover, creation and distribution of new material by various Auxiliary units may jeopardize approval and accreditation. For example, several of our courses are NASBLA approved. This approval requires that the material included be in compliance with NASBLA requirements in terms of scope and coverage. Individual Auxiliary units may not be aware of these requirements and, unwittingly, create problems. This said, we do not wish to stifle creativity or unduly limit the opportunity for units to create enhanced presentations—particularly those that deal with local conditions/hazards/regulations.

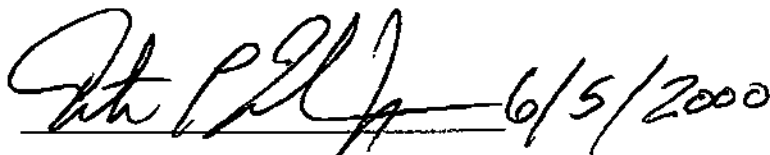
The following policy statement is designed to assist Auxiliarists, at all levels, to better cope with copyright and accuracy issues while at the same time not jeopardizing the interest of members or the Auxiliary as a whole.

Policy

- Individual Auxiliary units are encouraged to supplement existing audio-visual (AV) material provided by National Staff. "Supplement" is the operative word. The material covered in the National-supplied texts must be covered in class. Instructors need to be aware that modifications to the syllabus may result in the course not fulfilling applicable requirements. The use of local scenes, portions of charts, etc. to augment nationally produced Electronic Projections and printed material is acceptable and does not require explicit approval.
- Auxiliarists may not use the copyrighted material of others in these supplementary materials without express written permission from the copyright holder. (Generally, material published by the government is not copyright, so use of material taken from government publications—unless a copyright acknowledgment is included—should not result in problems. Please be mindful that certain governmental publications utilize material that is copyright protected by others. Accordingly, permission must still be obtained in these cases from the original copyright holder.)
- Auxiliarists who create electronic projections as a personal teaching aid for his/her own use may utilize CGAUX public education materials without approval so long as the material is presented without alteration.
- Auxiliarists may wish to create new materials and distribute this material to other units through such means as posting Electronic Projections on Flotilla, Division, or District web sites, creation of CD-ROMs, or other methods. In so doing, Auxiliarists should be aware of the fact that Coast Guard Auxiliary National Board, Inc. (hereinafter CGAUXNB, Inc.) has copyrighted the material contained in our texts, Electronic Projections, and related course materials. Posting this material on web sites, etc., without specific authorization from the President of CGAUXNB, Inc. or his designate is an infringement of this copyright and the unit distributing the material could be subject to legal action by CGAUXNB, Inc. Thus, any material taken from Auxiliary texts, Electronic Projections and other course support material, must be submitted to CGAUXNB, Inc. through its president or designate for approval.
- Original material prepared by an Auxiliary member or an Auxiliary unit that is not limited to local scenes,

portions of charts, etc., that is distributed to others, including other Auxiliary instructors, for use in public education courses must be reviewed and approved. The DSO-PE has the authority to review and approve this material. Alternatively, the DSO-PE may refer the matter to the Director of Education for approval. If an Auxiliary member or unit wishes to have educational material posted on the national web site, this material must be approved by the DC-E. Approved materials shall be indicated as "Approved, DC-E, CGAUXNB, Inc." on each overhead or slide. Alternatively, the originator may desire to affix a CGAUXNB, Inc. copyright on the material to be distributed. The DC-E shall be informed of such a request.

- In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originates the material must attest in writing to the fact that this material is not covered by copyright and/or a copy of written permission to use copyright material sent to the DSO-PE. Use of the standardized approval form adopted by the Department of Education shall be utilized to obtain necessary approvals.
- It is important that all Electronic Projections used in public education and having national approval, have the same basic format (type fonts, colors and graphic layouts).



EVERETTE L. TUCKER, JR.
President, Coast Guard Auxiliary National Board, Inc.